

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

SHANTE BOSE and RASHELLE MANSFIELD, on  
behalf of themselves, FLSA Collective Plaintiffs,  
and the Class,

Plaintiffs,

-v-

YOUNG ADULT INSTITUTE, INC.,

Defendant.

CIVIL ACTION NO. 23 Civ. 496 (VSB) (SLC)

**ORDER**

**SARAH L. CAVE**, United States Magistrate Judge.

Pursuant to the telephone conference held today, April 16, 2024 (the “Conference”), the Court orders as follows:

1. Defendant shall promptly search the email accounts of the following custodians using the following search terms (the “Search”), amended as necessary to comport with Microsoft’s Boolean function:

- a. Custodians: (i) Laura Valere; (ii) Yolanda Walker; (iii) Anthony Ottrando; (iv) Christine Troiano; (v) Ravi Dahiya; and (vi) Betsy Williams.

- b. Search Terms:

- i. Search I:

1. covid /50 temp!
    2. covid /50 test!
    3. covid /50 check!

- ii. Search II:

1. covid /50 book

2. covid / 50 cert!

iii. Search III: adjust! /50 time

2. Defendant shall promptly provide Plaintiffs with the results of the Search.
3. A telephone conference is scheduled for **Thursday, May 9, 2024 at 3:00 pm** on the Court's conference line. The parties are directed to call: (866) 390-1828; access code: 380-9799, at the scheduled time.
4. By **April 18, 2024**, the parties shall order a transcript of the Conference, and shall select the 7-day option for service.

Dated: New York, New York  
April 16, 2024

SO ORDERED.

  
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**SARAH L. CAVE**  
**United States Magistrate Judge**